

Lawrence Berkeley National Laboratory

Controlled Substances Program

Inventory/Use Log

Name of substance _____ Amount/Container _____

Date Received _____ Authorized Person(s) _____

[illegible]

Instructions

1. Begin an inventory/use log when you receive the controlled substance. Show the initial inventory as “zero.”
2. Add the specific information for the material received to the inventory/use log.
3. If a Property Department representative has not contacted you for an initial inventory, contact them at ext. 6769.
4. Make sure all quantities can be accounted for between the amount received, all uses and any remaining inventory.
5. A Property Department representative will contact you annually to conduct the annual inventory.
6. Keep the inventory/use log for two years from the starting date of the inventory.

Each inventory/use log must contain the following information:

1. The name of the substance.
2. The finished form of the substance (e.g. 10-mg tablet, 10-mg/ml ampoule, etc.) and the number of units of volume in each commercial container (e.g. 100-tablet bottle; 10-milliliter ampoule, etc.)
3. The number of finished form units or volume dispensed, for what it was used, the date of use, the number of units or volume dispensed, the initials of the individual that dispensed or administered the substance on behalf of the dispenser.

If the substance is Schedule I or II, make an exact count or measure of the contents. If the substance is Schedule III, IV, or V make an estimated count or measure of the contents unless the container holds >1,000 tablets or capsules in which an exact count must be made.